

Department of Veterans Affairs
Decentralized Hospital Computer Program

INTEGRATED BILLING PACKAGE SECURITY GUIDE

Version 2.0

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SENSITIVE INFORMATION

Information Systems Center
Albany, New York

General Security

1. Integrated Billing files may only be updated through distributed options.
2. Per VHA Directive 10-93-142 regarding security of software that affects financial systems, most of the IB routines may not be modified. The third line of routines that may not be modified will be so noted. The following routines are exempt from this requirement.

IBD* - Encounter Form Utilities

IBO*, IBCO*, IBTO* - Non-critical Reports

According to the same directive, most of the IB Data Dictionaries may not be modified. The file descriptions of these files will be so noted. The files which **may** be modified are Encounter Form files #357 through #358.91.

Security Keys

IB AUTHORIZE	Holding this key allows the user to authorize charges prior to sending to Accounts Receivable.
IB CLAIMS SUPERVISOR	This key should only be given to those individuals who may perform supervisory Claims Tracking functions, such as deleting reviews and Claims Tracking entries.
IB EDIT	Holding this key allows a user to create and edit claims for reimbursement.
IB INSURANCE SUPERVISOR	This key should only be given to those individuals who may perform supervisory insurance functions, such as deleting insurance companies, deleting policies, and inactivating and merging insurance information.
IB SUPERVISOR	Holding this key allows a user to access management reports and options that control billing.
IBDF IRM	This key is used to prevent access to Encounter Form Utility options that are for IRM staff only.
XUMGR	This key should be assigned to Kernel site management staff in IRM. It is required in IB to execute archive/purge options.

Legal Requirements

An electronic signature code is required for users of the Manually Change Copay Exemption (Hardships) option under the Medication Copay Income Exemption Menu, and the Purge Update File and Archive Billing Data options under the Purge Menu.

VA FileMan Access Codes

The following is a list of recommended VA FileMan access codes associated with each file contained in the Integrated Billing package.

<u>File Number</u>	<u>File Name</u>	<u>DD Access</u>	<u>RD Access</u>	<u>WR Access</u>	<u>DEL Access</u>	<u>LAYGO Access</u>
36	INSURANCE COMPANY	#		D	d	d
350	INTEGRATED BILLING ACTION	@	@	@	@	@
350.1	IB ACTION TYPE	@	@	@	@	@
350.2	IB ACTION CHARGE	@	@	@	@	@
350.21	IB ACTION STATUS	@	@	@	@	@
350.3	IB CHARGE REMOVE REASONS	@	@	@	@	@
350.4	BILLABLE AMBULATORY SURGICAL CODE	@			@	
350.41	UPDATE BILLABLE AMBULATORY SURGICAL CODE	@		@	@	@
350.5	BASC LOCALITY MODIFIER	@				
350.6	IB ARCHIVE/PURGE LOG	@	@	@	@	@
350.7	AMBULATORY CHECK-OFF SHEET	@				
350.71	AMBULATORY SURG. CHECK-OFF SHEET PRINT FIELDS	@				
350.8	IB ERROR	@	@	@	@	@
350.9	IB SITE PARAMETERS	@	@	@	@	@
351	CATEGORY C BILLING CLOCK	@				
351.1	IB CONTINUOUS PATIENT	@				
351.2	SPECIAL INPATIENT BILLING CASES	@	@	@	@	@
352.1	BILLABLE APPOINTMENT TYPE	@	@	@	@	@
352.2	NON-BILLABLE DISPOSITIONS	@	@	@	@	@
352.3	NON-BILLABLE CLINIC STOP CODES	@	@	@	@	@
352.4	NON-BILLABLE CLINICS	@	@	@	@	@
353	BILL FORM TYPE	@		@	@	@
353.1	PLACE OF SERVICE	@	@	@	@	@
353.2	TYPE OF SERVICE	@	@	@	@	@
354	BILLING PATIENT	@		@	@	@
354.1	BILLING EXEMPTIONS	@		@	@	@
354.2	EXEMPTION REASON	@	@	@	@	@
354.3	BILLING THRESHOLDS	@			@	@
354.4	BILLING ALERTS	@		@	@	@
354.5	BILLING ALERT DEFINITION	@	@	@	@	@
354.6	IB FORM LETTER	@			@	@
355.1	TYPE OF PLAN	@		@	@	@
355.2	TYPE OF INSURANCE COVERAGE	@		@	@	@
355.3	GROUP INSURANCE PLAN	@		@	@	@
355.4	ANNUAL BENEFITS	@		@	@	@
355.5	INSURANCE CLAIMS YEAR TO DATE	@		@	@	@

VA FileMan Access Codes, cont.

<u>File Number</u>	<u>File Name</u>	<u>DD Access</u>	<u>RD Access</u>	<u>WR Access</u>	<u>DEL Access</u>	<u>LAYGO Access</u>
355.6	INSURANCE RIDERS	@		@	@	@
355.7	PERSONAL POLICY RIDERS	@		@	@	@
356	CLAIMS TRACKING	@		@	@	@
356.1	HOSPITAL REVIEW	@		@	@	@
356.11	CLAIMS TRACKING REVIEW TYPE	@	@	@	@	@
356.2	INSURANCE REVIEW	@		@	@	@
356.21	CLAIMS TRACKING DENIAL REASONS	@	@	@	@	@
356.3	CLAIMS TRACKING SI/IS CATEGORIES	@	@	@	@	@
356.399	CLAIMS TRACKING/BILL	@	@	@	@	@
356.4	CLAIMS TRACKING NON-ACUTE CLASSIFICATIONS	@	@	@	@	@
356.5	CLAIMS TRACKING ALOS	@			@	@
356.6	CLAIMS TRACKING TYPE	@	@	@	@	@
356.7	CLAIMS TRACKING ACTION	@	@	@	@	@
356.8	CLAIMS TRACKING NON-BILLABLE REASONS	@	@	@	@	@
356.9	INPATIENT DIAGNOSIS	@		@	@	@
356.91	INPATIENT PROCEDURE	@		@	@	@
356.93	INPATIENT INTERIM DRG	@		@	@	@
356.94	INPATIENT PROVIDERS	@		@	@	@
357	ENCOUNTER FORM	@	@	@	@	@
357.1	ENCOUNTER FORM BLOCK	@	@	@	@	@
357.2	SELECTION LIST	@	@	@	@	@
357.3	SELECTION	@	@	@	@	@
357.4	SELECTION GROUP	@	@	@	@	@
357.5	DATA FIELD	@	@	@	@	@
357.6	PACKAGE INTERFACE	@	@	@	@	@
357.7	FORM LINE	@	@	@	@	@
357.8	TEXT AREA	@	@	@	@	@
357.91	MARKING AREA TYPE	@	@	@	@	@
357.92	PRINT CONDITIONS	@	@	@	@	@
358	IMP/EXP ENCOUNTER FORM	@	@	@	@	@
358.1	IMP/EXP ENCOUNTER FORM BLOCK	@	@	@	@	@
358.2	IMP/EXP SELECTION LIST	@	@	@	@	@
358.3	IMP/EXP SELECTION	@	@	@	@	@
358.4	IMP/EXP SELECTION GROUP	@	@	@	@	@
358.5	IMP/EXP DATA FIELD	@	@	@	@	@
358.6	IMP/EXP PACKAGE INTERFACE	@	@	@	@	@
358.7	IMP/EXP FORM LINE	@	@	@	@	@
358.8	IMP/EXP TEXT AREA	@	@	@	@	@
358.91	IMP/EXP MARKING AREA	@	@	@	@	@
362.1	IB AUTOMATED BILLING COMMENTS	@		@	@	@
362.3	IB BILL/CLAIMS DIAGNOSIS	@		@	@	@
362.4	IB BILL/CLAIMS PRESCRIPTION REFILL	@		@	@	@
362.5	IB BILL/CLAIMS PROSTHETICS	@		@	@	@
399	BILL/CLAIMS	@	@	@	@	@
399.1	MCCR UTILITY	@				
399.2	REVENUE CODE	@				
399.3	RATE TYPE	@				
399.4	MCCR INCONSISTENT DATA ELEMENT	@				
399.5	BILLING RATES	@	dD	d	d	d
409.95	PRINT MANAGER CLINIC SETUP	@	@	@	@	@
409.96	PRINT MANAGER DIVISION SETUP	@	@	@	@	@